



**American Embassy
110 Ataturk Bulvari
Ankara, Turkey**

**Phone : (312) 457 73 50
Fax No. : (312) 457 73 91**

GSO/ACQUISITIONS

VIA EMAIL

**Date : 12/26/2012
Solicitation No. : STU150-13-Q-3006
Solicitation Name: Quotation Request for Attorney Services**

Dear Prospective Bidder,

The Embassy of the United States of America invites you to submit a proposal for Attorney Services on all Legal matters, as specified in the Performance Work Statement.

If you intend to submit a proposal, you should thoroughly examine all documents contained in the contract solicitation package.

Your proposal must be submitted in a sealed envelope marked "Proposal Enclosed" to Glenn Lewis, U.S. Embassy Ankara, Ataturk Bulvari, No: 110 Kavaklidere on or before **January 17, 2013 at 10:00 a.m.** No proposal will be accepted after this time.

Complete the OFFER portion of the Standard Form 1449, including all blank spaces, and have the form signed by an authorized representative of your company, or the proposal may be considered unacceptable and may be rejected.

In order for a proposal to be considered, you must also complete and submit the following:

1. A completed solicitation, in which the SF-1449 cover page (blocks 12, 17, 19-24, and 30 as appropriate), and Section 1 has been filled out.
2. List of clients (including telephone numbers) the bidder is servicing, demonstrating prior experience.
3. Evidence of "Bar" membership.
4. Resume of the attorney that will serve as principal point of contact to the Embassy. The principal point of contact must be fluent in written and oral English.

The Contracting Officer reserves the right to reject any and all proposals and to waive any informality in proposals received. In addition, the Embassy reserves the right to establish a competitive range of one or more offerors and to conduct further negotiations concerning price and other terms before awarding the contract, or to award without discussions.

Please direct any questions regarding this solicitation to Glenn Lewis by letter or email LewisGK@state.gov and Colaks@state.gov until 10:00 a.m. on January 14, 2013. Responses will be sent in writing to all contractors on our list of interested parties.

Sincerely,



Glenn K. Lewis
Contracting Officer